

BENJAMIN J. CAYETANO
GOVERNOR



DIRECTOR'S OFFICE
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PIR 0052
GLENN M. OKIMOTO
Comptroller

MARY ALICE EVANS
Deputy Comptroller

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

JAN 9 2002

COMPTROLLER'S MEMORANDUM NO. 2002-02

TO: Heads of Departments
ATTN: Payroll Offices
SUBJECT: Advance Earned Income Credit (EIC)

There are revisions to the Federal Advance EIC Payment Tables, effective January 1, 2002. As a result of this change, a new EIC code has been established in the payroll system. The codes are as follows:

- "A" for Single or Head of Household
- "B" for Married Without Spouse Filing Certificate
- "C" for Married With Both Spouses Filing Certificate

Due to the lateness in which we were notified of the changes, we were unable to implement the appropriate revisions for the January 4, 2002 payroll. The revisions will take effect for the January 15, 2002 pay period.

For the January 4, 2002 payroll, employees coded "A" on the payroll change schedule were assigned to the EIC table for "Single or Head of Household". Employees coded "B" were assigned to the table "Married Without Spouse Filing Certificate". Departmental payroll clerks should review the 2002 Form W-5 "Earned Income Credit Advance Certificate" submitted by the employee and recode the payroll change schedule with the appropriate EIC code.

If there are any questions on the EIC coding, please contact Claire Fukuji at 586-0629.

GLENN M. OKIMOTO
State Comptroller

JAN 14 2002